



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-405

Section	Effective	Replaces
CONTRACT ADMINISTRATION AND TRANSACTIONS	DATE	PRO-I-17 3-24-10
Title	Page	
CONTRACT ADMINISTRATION	1 of 1	

**SCOPE:** The purpose of this policy is to establish authority state agency responsibilities for contract administration.

**POLICY:** Every contract for services will have a specific person designated as the contract administrator responsible for compliance. It is advisable for agencies to also follow these guidelines for commodities contracts also. Designation will be made, or authorized, by the special designated agent for the procuring agency. See PRO-102, Delegation.

The contract will include measurable performance criteria and reporting (as applicable) used to determine the adequacy of the contractor's performance. See PRO-202, Specifications and Standards.

The agency must designate the name of a knowledgeable individual responsible for administering the contract and carrying out the responsibilities described herein. That name will appear in the contract document or otherwise identified in the contract file.

**PROCEDURE:**

- I. Contract Administrator Responsibilities
  - A. Determine whether the contractor is following the terms and conditions of the contract before any scheduled payment is made or contract renewals are offered.
  - B. Take action related to any non-delivery, failure to meet performance standards, or breach of contract. See PRO-411, Contract Cancellation and Termination Procedures.
  - C. If the agency for which contractual services are performed under a contractual services agreement concludes that the performance was unsatisfactory, the agency will file with the State Bureau of Procurement a complaint per PRO-413, Reporting Supplier Complaints.



## Legal Authority

Wis. Stats. 16.70(1e); 16.705  
Wis. Admin. Code Ch. Adm 10.12

Authorized:  
Sara Redford, Director  
State Bureau of Procurement

Agencies Affected: All, unless otherwise noted